**To** Date:  
The manager,   
Company name,   
City name.

Sub: Joining letter for the position of **[job title]**.

Dear Sir/Madam,

With reference to your appointment letter no. \_\_\_\_\_\_\_\_\_\_\_, dated **[date]**, I would like to inform you that I am joining the job from today onwards i.e. on [date of joining] as a **[job title]** at **[company name]**.

Kindly consider this as my formal joining letter.

Thanking you.

Sincerely,  
Your name,